February 26, 2008

TO: Agency Directors

FROM: Eva Santos, Director

RE: **UPDATE ON HRMS UPGRADE**

At our January 14 cabinet meeting, I provided a timeline that reflects DOP activities for the next eight months. I also provided a quick update on the technical upgrades being made to the Human Resource Management System (HRMS). This memo will give you more information on why we are making these upgrades and who will be impacted. I am also including a tentative timeline of the project to give you a sense of when the changes will go into effect. I hope this is useful to you and your agency to help you plan and stay informed of the changes as they take place.

Why are we making upgrades to HRMS?
The upgrade is necessary for a number of reasons:
- As of December 2007 (the current Business Warehouse) is no longer supported by vendor maintenance.
- As of March 2009 the current HRMS will no longer be supported by vendor maintenance.
- At this time, the current version of the software that supports our HR system does not support the most current versions of Microsoft products. The new versions will support current Microsoft technology such as Internet Explorer 7 and Vista.
- Our existing hardware is out of warranty and must be replaced.

What is being upgraded?
- This is a technical upgrade of the SAP software and hardware.
- The programs impacted by this upgrade are:
  - the existing Portal (where employees sign in to Employee Self Service and Business Warehouse)
  - the Business Warehouse (where workforce data can be accessed)
  - and the HR/Payroll system.

What can employees expect from these upgrades?
- There may be some changes to the look and feel of the programs, but for the most part, the functionality will remain the same.
- Business Warehouse will be renamed Business Intelligence and will be the area most impacted by this upgrade.
- There is a possibility that all existing queries developed for the Business Warehouse will have to be rewritten to the new reporting tool (Business Intelligence).
- We will know specifics in the next 30 days as we preview the changes.

What you can do now
- Communicate with your HR/Payroll units and Business Warehouse users.
- When requested, send volunteers to assist with change management planning.

Timeline
Tentative implementation dates for the upgrades are listed below. We will update you if this changes.
- Technology upgrades to the Portal and Business Intelligence: **June 2, 2008** (some agency employees who are Business Warehouse users will need to rewrite their queries in the new Business Intelligence. Agencies should be aware of the level of extra work this will require for these users and plan for the "go-live" date.)
- Technology upgrades to the HR/Payroll system: **November 10, 2008** (we will run parallel payroll cycles with the new system during the six payroll cycles leading up to the November 10 "go-live" date.)

A detailed project plan is expected to be completed by this Friday, February 29 with DIS and the vendor. In mid-March, we will preview the new technology with an interagency users group. The group's feedback will help us plan for the transition and training needs for the upgraded system. I will provide you with more details by the end of March on specific changes to HRMS due to these upgrades.

These changes are important steps that will keep these investments in step with current technology. We expect the upgrades to go smoothly and help us do our business more effectively and efficiently. I look forward to bringing you these improvements and will provide more information as it becomes available.

Thank you.

Attachment

cc: Deputy Directors